



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Contract Administrator 3 [Classified Competitive]</b>			Salary <b>R29 74,251.79 - \$105,891.38</b>
Posting Number <b>45-15</b>	Position Number <b>953235</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 4/1/15 To: 4/15/15</b>
Location: <b>Public Health Infrastructure, Laboratories &amp; Emergency Preparedness Health &amp; Agriculture Building 369 South Warren Street, Trenton, NJ</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under direction of a supervisory official, manage the CDC Public Health Emergency Preparedness Cooperative Agreement. Direct, monitor, and assess staff activities to ensure full compliance with CDC's Performance Measures, Priority Projects, and Overarching Requirements. Submit applications and progress via the web based PERFORMS Grants Management System and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring. Supervise and administer the LINC'S Grant Programs, including development of the annual Program Guidance (RFA) and Grant Requirements (Attachment C). Evaluate performance and conduct site visits to ensure compliance and recommend improvements. Provide administrative review of grant applications, progress and expenditure reports, budget revisions, and other documents required under the grant on an ongoing basis. Coordinate the administrative review and approval of grant related documents by technical teams, and provide assistance and follow-up as needed. Collect and analyze administrative and fiscal grant related data, and prepare status reports, charts, and tables for senior management and the CDC. In consultation with Department staff, design electronic research surveys and other tools to assess state and local public health preparedness levels as related to CDC's 15 Public Health Preparedness Capabilities. Supervise activities and work flow of subordinates involved in evaluating DOH and grantee performance. Supervise the development and implementation of procedures to promote standardization, administrative and cost efficiency, accountability, and integrity in the contracting and/or grant process, and in the delivery of contracted services and updates. Provide analysis and review of normal business practices, make recommendations for improvement, contribute to problem resolutions, and implement solutions, as assigned. Participate on national CDC Work Groups to evaluate content and provide feedback, guidance and direction for trainings associated with the PHEP/HPP Cooperative Agreement. Represent NJDOH at grant mandated meetings, conference calls, and conferences including the Annual Public Health Emergency Preparedness Summit.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.  
**EXPERIENCE:** Four (4) years of experience involving contract/grant work, project financing and management, fiscal administration, social service administration, and/or budget and management operations of a government or business entity, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant administration. A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) year of experience involving responsibility for some aspect of contract/grant work.)

## FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment\*\* to:

**Ann Marie Kopczynski, Personnel Assistant 1  
Health Infrastructure Preparedness/Emerg. Response  
Reference Posting #45-15  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

**PSTHIPER@doh.state.nj.us**

\* Resumes received after the closing date MAY be considered if the position is not filled.

\*\* NOTE: You can access the State of New Jersey Application for Employment at: [www.nj.gov/health/forms/dpf-663.pdf](http://www.nj.gov/health/forms/dpf-663.pdf)

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**